

Job Description – Clerk to the Council.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect for making effective decisions and to implement constructively all decisions.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk/Responsible Finance Officer will be responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities.

- 1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.**
- 2. To ensure that the Council's obligations to insure are properly met.**
- 3. To prepare agendas for meetings of the Council, including any planning meetings, and to attend all meetings and prepare minutes for approval**
- 4. To receive correspondence, documents, e mails and bring such items to the attention of the Parish Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.**
- 5. To attend training courses as required by the Council.**
- 6. To prepare a monthly report for the Wenhaston Word on the activities of, or decisions, of the Council.**
- 7. To post Agendas and Minutes on the notice boards in the Village.**
- 8. To deliver to Parish Councillors', by e mail or by hand all Agendas and Minutes.**
- 9. To circulate correspondence, or plans to Councillors, that would require reading before the next meeting.**
- 10. To inspect the play equipment and other assets such as the bus shelters for any damage and arrange maintenance.**
- 11. Wages in accordance with the National Salary Scale.**
- 12. 3 months notice to be given by the Parish Council or the clerk.**
- 13. All Parish Councils operate a PAYE scheme.**

Responsible Finance Officer.

- 1. To monitor and balance the Council's accounts and prepare records for audit purposes, VAT and PAYE.**
- 2. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met. Cheques to be prepared and an Audit Trail number given to all transactions. Quarterly figures to be given to Parish Councillors', regarding costs against the Precept. End of the year audit forms to be completed.**

The above information is from Suffolk Association of Local Council.

Wenhaston Cemetery.

- 1. The Clerk is responsible for keeping burial records and the allocation of graves.**